

**COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
JANUARY 28, 2013**

PRESENT: Rod Gottfredsen, Susan Kolve-Feehan (by phone), Jeffrey Patterson, Cheryl Pearse (by phone), Gerri Reuter (joined meeting at 9:38 a.m.) and Howard Twait

STAFF: Mojgan Hall, Executive Director; Yolanda McGowan, Legal Counsel; David Carlson, Communications Specialist; and other Department staff

CALL TO ORDER

Jeffrey Patterson, Board Chair, called the meeting to order at 9:35 a.m. A quorum of five (5) members was confirmed. Geri Reuter joined the meeting at 9:38 a.m.

ADOPTION OF AGENDA

MOTION: Rod Gottfredsen moved, seconded by Howard Twait, to adopt the agenda as amended, item K1 should be listed as “North Shore”. Also added to the agenda was supporting documents for Item F.2. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Howard Twait moved, seconded by Susan Kolve-Feehan, to approve the minutes of December 3, 2012 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2013

CHAIR

NOMINATION: Rod Gottfredsen nominated Jeffrey Patterson for the office of Board Chair. Susan Kolve-Feehan nominated herself for the office of Board Chair. Mojgan Hall called three times for other nominations for the office of Board Chair. Mojgan Hall called for the votes in favor of Jeffrey Patterson. There were five votes for Jeffrey Patterson and one vote for Susan Kolve-Feehan. Jeffrey Patterson was elected as Chair.

VICE CHAIR

NOMINATION: Jeffrey Patterson nominated Susan Kolve-Feehan for the office of Board Vice Chair. Mojgan Hall called three times for other nominations for the office of Board Vice Chair. Susan Kolve-Feehan was elected as Vice Chair.

SECRETARY

NOMINATION: Jeffrey Patterson nominated Gerri Reuter for the office of Board Secretary. Mojgan Hall called three times for other nominations for the office of Board Secretary. Gerri Reuter was elected as Secretary.

2013 ELECTION RESULTS	
Chair	Jeffrey Patterson
Vice Chair	Sue Kolve-Feehan
Secretary	Gerri Reuter

APPOINTMENT OF LIAISONS

- MOTION:** Gerri Reuter moved, seconded by Howard Twait, to acknowledge the following appointments for 2013 by Chair Jeffrey Patterson:
- **Practice Questions Liaison:** Susan Kolve-Feehan
 - **Screening Panel Liaison:** Cheryl Pearse, Jeffrey Patterson, Gerri Reuter
 - **Division of Legal Services and Compliance Monitoring Liaison:** Howard Twait
 - **PAP Liaison:** Jeffrey Patterson
 - **Credentialing Liaison:** Susan Kolve-Feehan, Jeffrey Patterson and Howard Twait (alternate)
 - **Education and Exams Liaison:** Susan Kolve-Feehan, Jeffrey Patterson
 - **Website Liaison:** Gerri Reuter
 - **Sanitation Committee:** Jeffrey Patterson, Susan Kolve-Feehan and Howard Twait
 - **Legislative Liaisons:** Susan Kolve-Feehan and Jeffrey Patterson.
- Motion carried unanimously.

- MOTION:** Rod Gottfredsen moved, seconded by Gerri Reuter, that in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

- MOTION:** Gerri Reuter moved, seconded by Susan Kolve-Feehan, to approve the delegation of authority as outlined in the Credentialing Procedures Document reviewed and discussed at the Board meeting. Motion carried unanimously.

LEGISLATION/ADMINISTRATIVE RULES

- MOTION:** Rod Gottfredsen moved, seconded by Howard Twait to approve the Legislative Report for Clearinghouse Rule 12-016, including the final rule draft for rule. Motion carried unanimously.

CLOSED SESSION

- MOTION:** Rod Gottfredsen moved, seconded by Howard Twait, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Rod Gottfredsen - yes; Susan Kolve-Feehan - yes; Jeffrey Patterson - yes; Cheryl Pearse - yes; Gerri Reuter - yes; and Howard Twait – yes. Motion carried unanimously. Open session recessed at 12:06 p.m.

RECONVENE TO OPEN SESSION

MOTION: Rod Gottfredsen moved, seconded by Howard Twait, to reconvene in open session at 12:44 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Howard Twait moved, seconded by Gerri Reuter, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 BAC 084 – Hung T. Le and North Shore Nails. Motion carried unanimously.

MOTION: Howard Twait moved, seconded by Gerri Reuter, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 BAC 084 – Hoang-Kim Dlugi. Motion carried unanimously.

CASE CLOSINGS

MOTION: Rod Gottfredsen moved, seconded by Howard Twait to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

- a. 12 BAC 028
- b. 12 BAC 066
- c. 12 BAC 097

Motion carried unanimously.

CITATIONS

MOTION: Rod Gottfredsen moved, seconded by Jeffrey Patterson, to close the following case according to the recommendation by the Division of Legal Services and Compliance:

- 12 BAC 087 x2

Motion carried unanimously.

ADJOURNMENT

MOTION: Cheryl Pearse moved, seconded by Howard Twait, to adjourn the meeting at 12:51 p.m. Motion carried with Rod Gottfredsen voting no.